

Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010027-6
ADMINISTRATIVE - INTERNAL USE ONLY

30 AUG 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Delegation of Authority to Approve
Holiday Work and Irregular Overtime

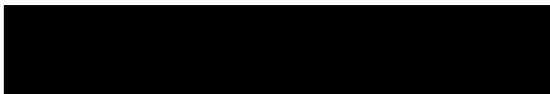
REFERENCE : DD/S Administrative Instruction No. 70-4
dtd 20 Feb 70, subject: Overtime Work

1. This memorandum requests your concurrence of Logistics Instruction 20-16 (attached).

2. Paragraph 2 of the referent states, in part, that ". . . irregular or occasional overtime may be authorized by office heads and their general deputies" We construe "general deputies" to include only divisional and major staff chiefs plus our Deputy Director and Executive Officer.

3. As a matter of practical necessity, I would like to extend and/or redelegate the subject authority to those depot, printing plant, and branch chiefs listed in subparagraph 2a of the attachment. It should be noted that, as an additional safeguard, all divisional and staff quarterly estimates for holiday or irregular overtime are screened and approved by my Executive Officer.

4. Request you concur in and sign the attached Logistics Instruction.


Michael J. Maranick
Director of Logistics

STATINTL

Att

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